

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Office - [REDACTED]

DATE: 13 November 1951 25X1A9a

25X1A FROM [REDACTED]

SUBJECT: Time Study

The following information is the results of a time study requested by [REDACTED] of the Management Office.

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## Figures Represent Number Per Month

Number of Chainindex Tabs used per month - - - - - 1335  
 Number of Fan-Folds used per month - - - - - 1005  
 Number of 3x5 Case Control Cards used per month - - 1005

## Figures Represent Minutes Per Day

Time Consumed to Type Case Control Card - - - - - 27 Min.  
 Time Consumed to type Chainindex Tabs - - - - - 23 Min.  
 Time Consumed to file Chainindex Tabs - - - - - 29 Min.  
 Time Consumed to file Case Control Cards - - - - - 45 Min.  
 Time Consumed to Post Case Control Cards - - - - - 32 Min. *To add*  
 Time Consumed to type Fan-Fold - - - - - ~~143~~ Min.  
 Time Consumed to Maintain Daily Statistical Report - 120 Min.

The above figures are based on 1005 cases which was the average number of cases processed during the months of September and October. This amounted to a daily average of 48 cases per day for the two month period.

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*use 3 numbering stamp  
 preparation of Control List  
 elimination of Index Sheet*

*Semi Saved:*

*Elimination of Log -  
 " " Black Book -*

*preparation of daily Report -*

*preparation of pseudo card -*

*preparation of Field Control Cards - 5 minutes per card (2000) per mo -  
 " " " " (200) " " " " Saving 2 minutes per card -  
 2000 x 2 = 4000 minutes or 6.6 hrs per month*

Document No. 016NO CHANGES in Class. ☒☒ DECLASSIFIED

Class. CHANGED TO: TS S 3

NSA Memo, 4 Apr 77

Auth: NSA REG. 77/1763

Date: 22/3/78 By: 02